Regine Espada

♠ https://shounendeith.wixsite.com/chronelle

About Me

"Flexible jack-of-all-trades with a wide array of skills. Very self-motivated and assertive with high levels of energy. Wanting to establish a career under a corporate and technical environment and acquire skills through experience with the support and guidance of the company."

Work Experience

WAISTTED/ JUSTSELECTED

General Administrative Assistant November 2017 - March 2019

- Social Media Management
- Product Research / Copywriting
- Delegating tasks to other staff members
- Basic Graphic / Video Editing
- Manufacturer/Client Outreach
- Shopify Store Management
- SEO / Facebook Ads
- Lead Generation

TELEPERFORMAANCE

Customer Support Representative (Contractual) Dec 2015 — Apr 2016

- Assisting customers regarding loans
- Updating accounts / Documents
- Process payments

THE ONLINE YOGA STUDIO

Administrative Assistant (Part Time) June 2016 — September 2017

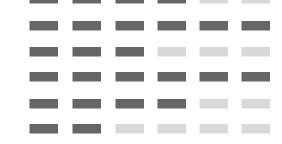
- Social Media Management
- Transcription / Data Research
- Squarespace

Education

BETI - BAGUIO TECHNICAL COLLEGE Bachelor of Science in Information Technology Baguio City, Philippines

Skills

Communication Skills
Computer Hardware Skills
Computer Skills
Social Media Management
Transcription & Data Entry
GDrive + GSuite
Lead Generation



Strengths

Adaptabilitu/Flexibilitu

Ability to Work Under Pressure

Skill Acquisition